**Job Description**

**Job Title:-**  Administration & Finance Assistant

**Hours of Work:-** 35 hours per week

**Salary:**- £20,441 to £21,992 + 6% Pension

**Line Manager:-** Operations Manager

**Purpose:-** To facilitate finance duties, office administration and deliver receptionist duties.

**Duties and Responsibilities of Post:-**

* Work with the Operations Manager to develop effective administration procedures and systems appropriate to the needs of the organisation
* Facilitate finance duties including –
* Data entry onto Quickbooks Online and appropriate filing of all documentation in a timely manner
* Assist with the preparation of financial reports and budgets
* Manage supplier invoices ensuring correct receipt of goods and payment of suppliers
* Manage financial controls and processes to safeguard the Charity’s assets
* Administer Petty Cash
* Process expense claim forms
* Provide financial information for funding applications and funding reports as required
* Ad hoc analysis of financial data
* Support the Funding and Finance Officer with other tasks as required
* Facilitate all administration systems and procedures including –
* Keep a record of relevant stock supplies and make necessary orders
* Deal with computer, telephone and other service contracts as required
* Administer the filing system both in the office and on the shared drive
* Support management to ensure that 3D Drumchapel complies with legal obligations by facilitating the administration of relevant documentation in terms of Data Protection, OSCR and Companies House requirements, Insurance etc
* Administer the Database including the inputting and retrieving of information and assist with the preparation of reports and monitoring information as required
* Provide statistical information to be presented to the board on a monthly basis
* Compile and maintain other information databases as appropriate
* Review data in databases for accuracy and completeness
* Assist in the production of publicity materials eg. posters, leaflets, newsletters
* Provide clerical and administrative support to the staff team including: minute taking, filing, photocopying, preparation of documents, scanning, mailing etc.
* Assist with administrative tasks relating to communications including regularly posting photos and information as requested on social media
* Assist in the co-ordination and organising of events as appropriate
* Provide receptionist duties including handling all incoming enquiries including by email, post, telephone, social media and in person
* Ensure all administrative and finance systems comply with 3D Drumchapel’s policies and procedures
* Take a proactive role in learning about 3D Drumchapel, its services and the needs/priorities of children and families
* Actively promote the aims and services of 3D Drumchapel
* Assist in training volunteers and staff as required
* Communicate effectively and maintain positive relationships with colleagues, partnerships, networks, groups and service providers
* Ensure Child Protection procedures are followed at all times
* Ensure that all relevant Health and Safety measures, GDPR procedures, Equal Opportunities objectives, and anti-discriminatory practices are implemented and adhered to
* Represent 3D Drumchapel in the community, citywide and nationally
* Participate in staff meetings, events and activities
* Attend relevant training/development opportunities
* Reflect on and develop own practice in consultation with Line Manager
* Effectively manage the use of resources
* Keep appropriate records including filling out of time sheets for hours worked, expenses, petty cash records etc
* Maintain confidentiality and observe data protection and associated guidelines where appropriate
* Any other reasonable duties as may be appropriate or as directed by the line manager or directors

**Person Specification**

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| **Essential** | **Desirable** |  |
| **Experience and Qualifications** | |  |
| * previous experience of providing administration support * previous experience of administering financial duties including tracking budgets * experience collating and inputting data * relevant experience of working as part of a team * experience of multi-tasking and working in busy environment | * relevant professional qualification * previous experience of working in the third sector * previous experience working with an organisation supporting children & families * experience of QuickBooks Online * experience of providing receptionist duties * experience of taking minutes * experience of analysing statistics and preparing reports |  |
| **Knowledge and Understanding** | |  |
| * sympathy with ethos and ideals of 3D Drumchapel * understanding of and commitment to providing excellent customer care * an understanding of the issues relevant to people living in an area with high poverty * understanding of and commitment to equal opportunities and anti-discriminatory practice * willingness to participate in relevant training and development | * awareness of current development and legislation relating to working with children and families * knowledge and understanding of social media and how to use effectively |  |
| **Skills and Abilities** | |  |
| * strong communication and interpersonal skills, verbal and written * strong IT skills including proficiency in the use of Microsoft Word, Excel & Access, Google Docs & Outlook * strong organisational skills * strong analytical skills and process driven * high level of attention to detail * strong desire/willingness to learn * professional and courteous dealing with others * accurate use of grammar, punctuation and spelling * ability to be pro-active and to work on own initiative as well as effectively as part of a team * good time management skills with the ability to prioritise work, meet deadlines and multitask * strong lateral thinking capacity * respect for confidentiality and discretion handling confidential information * ability to work flexibly |  |  |